Peer Editing Checklist

For Grades K-3

Writer's Name: _____ **Peer Editor's Name:** _____

Directions: Color the smiley face or frown face for each editing target.

Does each sentence begin with a capital letter?	☺	☹
Are all sentences complete sentences?	☺	☹
Does each sentence end with a punctuation mark?	☺	☹
Are the words spelled correctly?	☺	☹
Is the handwriting neat and easy to read?	☺	☹
Are all paragraphs indented?	☺	☹
Are all proper names capitalized?	☺	☹

Adapted from: "The Writing Process: A Writing Resource Guide." Orange County Public Schools. Web. 20 June 2014. <https://www.ocps.net/cs/services/cs/currareas/lang/IR/Documents/The%20Writing%20Process%20A%20Writing%20Resource%20Guide%20Final.pdf >.

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Peer Editing Checklist

For Grades 4-12

Writer's Name: _____ **Peer Editor's Name:** _____

Directions: As you edit your partner's writing, check off what you have looked for on this list. Use a colored pen to mark your edits using the symbols below. Check the "Reviewed" column when done with one symbol then move on to the next.

Reviewed	Symbol	Description
	inc.	Incomplete or fragmented sentence
	r-o	Run-on sentence
	¶	Begin a new paragraph
	≡	Make this letter a capital letter
	/	Make this letter a lower-case letter
	sp	Spelling error (add correct spelling to spelling list)
	⊙	Ending punctuation is missing
	→	Indent
	←	Left Align
	∧	Insert missing word or punctuation
	∨	Insert missing apostrophe (')or quotation marks (" ")
	⌐_	Switch order of word or group of words
	ℒ	Delete a word or group of words
	‿	Join words together
	WC	Word Choice
	?[ ]	Section is confusing—clarify or reword
	©	Copyright—site the source

Adapted from: http://blogs.scholastic.com/files/peer-review-editing-checklist.pdf

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